



USAID | NEPAL

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Vacancy Announcement (Announcement Number: 10-15)

USAID/Nepal invites applications for employment for the position of Communications and Records Supervisor in the Communications and Records (C&R) Office, under a Personal Services Contract (PSC), subject to availability of funds.

OPEN TO: All interested and qualified Nepali Citizens

POSITION: Communications and Records Supervisor, FSN PSC - 7

OPENING DATE: November 4, 2010

CLOSING DATE: November 18, 2010

WORK HOURS: Full-time; 40 hours/week

BASIC FUNCTION OF THE POSITION:

The C&R Supervisor will be responsible for the supervision of the Communications and Records Office which includes the Mail Room, Reproduction, Fax and Correspondence Units. The incumbent will be responsible for the management of the entire Record Management program for the USAID/Nepal including electronic archiving. The incumbent supervises one Mail Clerk.

REQUIRED QUALIFICATIONS:

NOTE: All applicants are instructed to address each selection criterion detailed below:

1. Completion of Higher Secondary education is required.
2. At least three years of mail handling or administrative experience is required.
3. Level III (Good Working Knowledge) Speaking/Reading/Writing English is required.
Level IV (Fluent) Speaking/Reading/Writing Nepali is required.
4. Good knowledge of office procedures is required.
5. The ability to deal with employees and other officials courteously is required. Strong organizational skill is required. Basic supervision skill is required.

6. Excellent computer skills in using Microsoft Office including Word; Excel; Internet and E-mail are required.

A detailed job description for the position can be obtained by visiting USAID/Nepal website at <http://nepal.usaid.gov/>

Interested applicants must submit a cover letter and CV (not to exceed three pages) and any other documentation that addresses the qualification requirements of the position as listed above.

Please send your application to the attention of USAID/Nepal, Human Resources Office, U.S. Embassy Maharajgunj, P.O. Box. 295. Applications may be sent electronically to:

USAIDNepalHR@usaid.gov

Only short-listed applicants will be contacted to participate in the hiring process.

USAID/Nepal is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali society. We believe that social inclusion and diversity contribute to excellence. Applicants from disadvantaged caste, under-represented ethnic groups, and women are especially encouraged to apply.